SUPPLY MANAGEMENT
SUPPLY SYSTEMS ANALYST
AFSC 2S0XX

CAREER FIELD
EDUCATION AND TRAINING PLAN

SUPPLY BADGE

HERALDRY:

The falcon at the center of the badge symbolizes the Air Force. It also symbolizes the strength, dedication, and devotion to duty of supply-fuels personnel who support the generation and employment of aerospace forces across the spectrum of warfare. In its talons, the falcon is holding a key and a bolt of lightning.

The bolt of lightning represents military strength and wartime readiness.

The key symbolizes the security, safekeeping, and control of supplies, in the old "Quartermaster Corps" tradition.

The crossed key and lightning bolt indicates that military strength and wartime readiness can only be achieved through the support provided by professional supply personnel.

The globe is symbolic of the extensive range of supply and fuels support which is worldwide.

The olive branch surrounding the badge symbolizes the peace aerospace forces provided through professional supply corps.

The three levels of award are signified by the addition of a star centered above the falcon for the senior level and a start surrounded by an olive branch for the master level.

Personnel can find specific guidance for the wear of the Supply/Fuels badge in AFI 36-2923 *Aeronautical, Duty, and Occupational Badges.* Enlisted supply personnel are awarded the basic badge after completing initial 3-level training, the senior badge after award of the 7-level, and the master badge as a Master Sergeant or above with 5 years in the specialty from award of the 7-level.

CAREER FIELD EDUCATION AND TRAINING PLAN
SUPPLY MANAGEMENT/SUPPLY SYSTEMS ANALYST SPECIALTY
AFSC 2S0X1 AND 2S0X2

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CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Preface

1. This Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for AFSCs 2S0X1 and 2S0X2. The CFETP will provide personnel a clear career path to success and will instill rigor in all aspects of career field training. *NOTE*: Civilians occupying associated positions will use Part II to support duty position qualification training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.
2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints; Section E identifies transition training guide requirements for SSgt through MSgt.
2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, wartime course, core task, and correspondence course requirements; Section B not used; Section C not used. Section D identifies a training course index that supervisors can use to determine resources available to support training. Included here are both mandatory and optional courses; Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs, this section is currently not used; Section F identifies training program points of contact; Section G identifies training program regulations; Section H describes training objectives, program qualifications, and program administration of the Wholesale Logistics/Special Experience Program.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This plan will enable us to train today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list that describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Continuation Training. Additional training exceeding requirements with emphasis on present or future duty assignments.

Core Task. A task Air Force Career Field Managers (AFCMs) identify as a minimum qualification requirement within an Air Force specialty.

Course Objective List (COL). A publication derived from initial/advanced skills course training standards, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing, and Conducting Training.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Instructional System Development (ISD). A deliberate and orderly, but flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Initial Skills Training. A formal resident course that results in award of the entry level.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Optimal Training. The ideal combination of training settings results in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course that results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge that airmen in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Standard. An exact value, a physical entity, or an abstract concept, established and defined by authority, custom, or common consent to serve as a reference, model, or rule in measuring quantities or qualities, establishing practices or procedures, or evaluating results.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Impact Decision System (TIDES). A computer-based decision support technology being designed to assist Air Force career field managers in making critical judgments relevant to what training should be provided personnel within career fields, when training should be provided (at what career points), and where training should be conducted (training setting).

Training Setting. The type of forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Upgrade Training (UGT). Mandatory training which leads to attainment of higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Section A - General Information

1. Purpose

This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in AFSC 2S0X1 and 2S0X2 should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. This training is conducted by AETC at Lackland AFB, TX. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. In addition, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individuals career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints that impact full implementation of the desired career field training process.

2. Uses

The plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. AETC training personnel will develop/revise formal resident, non-resident, field and exportable training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to develop acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Identified requirements can be satisfied by OJT, resident training, contract training, or exportable courses. MAJCOM-developed training to support this AFSC must be identified for inclusion into plan.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval

AF/ILSP, as the AFCFM, is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Descriptions

4.1. **Supply Systems Analyst Specialty (AFSC 2S0X2)**

4.1.1. **Specialty Summary**. Manages supply systems activities. Employs industry standard systems analysis techniques to manage and control supply systems processes for the Chief of Supply. Designs and develops information retrievals programs using standard reports generators, structured query language processors and other program applications. Manages the microcomputers and supply related microcomputer programs for the supply complex. Develops procedures for the operation of automated supply systems and manages automated supply systems LANs and WANs in the supply complex. Functions as the liaison between the Chief of Supply, Base Network Control Centers, Defense Megacenters and the Regional Supply Squadrons (RSS). Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the Standard Base Supply System (SBSS) and Integrated Logistics System-Supply (ILS-S). Related DoD Occupational Subgroup: 551.

4.1.2. **Duties and Responsibilities**

4.1.2.1. <u>Plans and supervises supply systems activities.</u> Plans, develops, and implements schedules for managing the operations of the base supply automated systems. Serves as the technical advisor to the Chief of Supply on supply systems matters. Analyzes supply computer operations and supply data and advises the Chief of Supply on the effectiveness of automated supply operations. Controls and operates the RPS and associated equipment. Performs operator maintenance on the RPS equipment and provides technical assistance to remote terminal users connected to the SBSS/ILS-S. Applies system security policy and procedures to prevent unauthorized changes to supply information. Maintains technical publications on operational equipment. Installs new microcomputers and applicable software to interface with the Standard Base Level Computer. Prepares automated supply computer system and peripheral devices for processing. Monitors systems processing and corrects processing errors. Inspects equipment operation for compliance with manufacturer and Air Force standards and maintains technical files on equipment operation.

4.1.2.2. <u>Performs supply systems control functions.</u> Acts as technical advisor to the Chief of Supply concerning management and analysis of computerized supply data. Monitors supply Defense Data Network traffic through use of the Supply Interface System and takes corrective action. Troubleshoots problems with equipment, software and communications. Reviews data base integrity checks and makes necessary corrections. Observes systems operations and reviews data generated. Analyzes new changes and systems operation from lateral and higher headquarters and develops new concepts to enhance supply data collection and processing

requirements. Evaluates and controls data retrieval requests. Manages the microcomputer software library of supply requirements.

4.1.2.3. Interfaces with supply systems activities. Maintains liaison with the Standard Systems Group (SSG), MAJCOMs, Regional Supply Squadrons (RSS), and the servicing Defense Megacenter to identify and correct problems. Coordinates computer systems changes and report schedules with supply work centers to ensure the most efficient use of on-line computer time. Assists in organizing and collecting supply data necessary to meet local requirements. Distributes supply computer products through current electronic requirements. Orders microcomputer hardware and software requirements for the supply complex. Acts as subject matter expert and provides technical assistance to satellite (ANG/AFRES) RPS functions. Performs RPS duties in regionalized centers or Defense Megacenter when SBSS/ILS-S computer support is regionalized.

4.2. **Supply Management Specialty (AFSC 2S0X1)**

4.2.1. **Specialty Summary.** Supervises and manages execution of item and monetary accounting and manages inventory stock control, financial planning, and funds control. Computes requirement, determines allowance, and researches and identifies supplies and equipment requirements. Supervises and performs operations involved in storage, inspection, identification, and receipt of property. Responsible for facility safety and security. Conducts inventories. Operates automated equipment, special purpose government vehicles, and materiel handling equipment. Related DoD Occupational Subgroup: 551.

4.2.2. **Duties and Responsibilities**

4.2.2.1. Performs administrative and management functions. Performs and monitors management (and procedural application) of manual or automated inventory control actions. Computes and accumulates data for use in analysis. Helps develop work standards and methodology. Performs inventories, and ensures timely correction of discrepancies. Prepares, analyses, and evaluates reports, procedures, and policy data. Provides customer service.

4.2.2.2. Inspects and evaluates inventory management activities. Periodically inspects activities for compliance with policies, procedures, and directives for accuracy. Analyzes reports and records activities, reports inefficiencies to supervisors, and recommends corrective actions to improve operations. Evaluates supply efficiency and equipment management activities. Uses management products to evaluate accounts.

4.2.2.3. Provides support to maintenance activities. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange, and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages.

4.2.2.4. Inspects and identifies property. Inspects conditions of property received. Compares property with procurement specifications. Identifies property, using technical data and blueprints, and identifies components to subassemblies. Performs shelf life inspections of stock.

4.2.2.5. Performs technical material functions. Develops methods and improves procedures for storage and issuing property. Plans use of storage facilities. Inventories supplies and equipment. Prepares statements of facts surrounding property loss, damage, or destruction through causes other than fair wear and tear. Establishes property locator system.

4.2.2.6. Issues and transfers property. Issues, ships, or transfers property from issue, shipping, or transfer destination points through coordination with customers. Controls issue of classified

sensitive, and controlled items, obtaining custody or document receipts. Complies data for storage and occupancy planning reports. Pulls, issues, and bins bench stock property.

4.2.2.7. Plans and schedules materiel storage and distribution activities. Ensures availability, and controls use of space, materiel handling equipment, and required spare parts. Establishes fire prevention and safety standards, and ensures compliance. Determines requirements for storage, including those for classified, sensitive, radioactive, hazardous, mobility readiness spares packages and flammable property. Ensures protection of personnel. Prevents deterioration, contamination, and destruction of property. Controls stock rotation to prevent deterioration and permit maximum use of dated and technical order compliance assets. Supervises central receiving activity; coordinates requirements for shipping with transportation. Supervises reparable processing center. Maintains assigned unit vehicles.

4.3. **Supply Management Specialty (AFSC 2S090 supply manager Code 2S000)**

4.3.1. **Specialty Summary.** Manages Base Supply activities involved in developing, operating, implementing, and analyzing manual and automated supply systems. Manages the execution of item and monetary accounting procedures, and manages inventory control, financial planning, and receipt, storage, and issue of supplies and equipment to base customers. Analyzes supply tasks and uses microcomputer technologies to enhance supply operations. When assigned to organizations outside the supply complex, manages supply tasks related directly to the operation of the Standard Base Supply System (SBSS) and Integrated Logistics System-Supply (ILSS). Related DoD Occupational Subgroup: 551.

4.3.2. **Duties and Responsibilities**

4.3.2.1. Plans and organizes standard base supply management activities for the Chief of Supply. Plans and directs the development, implementation, and operation of automated and manual supply systems. Observes supply operations, analyzes operational data, reviews computer generated data and takes the necessary steps to improve supply systems or correct deficiencies.

4.3.2.2. Directs supply management activities for the Chief of Supply. Directs procedures for determining requirements and preparing financial plans and reports. Establishes stock control levels for computation of requirements. Evaluates facilities to ensure adequate property storage, inspection, and delivery to base organizations. Directs supply operations, analyzes operational data, and reviews systems generated data to improve supply systems.

4.3.2.3. Ensures effective support is provided to aircraft, civil engineering, transportation, and ground communications maintenance activities. Acts as an extension of the SBSS/ILSS and ensures supply tasks are accomplished to support the using organization. Assignment of supply personnel to organizations outside base supply is accomplished when the supply functional community determines that a decentralized operation better supports the base organization.

4.3.2.4. Establishes personnel controls, training programs, and supply administrative procedures. Monitors unit manning documents and allocates personnel to authorized positions. Oversees unit personnel readiness. Participates in mobility planning, submission of resources and training system data, and evaluates and approves unit type code changes.

5. Skill/Career Progression

Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do their part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. **Apprentice (3) Level.** Initial skills' training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident courses at Lackland AFB, TX. Initial skills training requirements were identified during the 2S0XX Utilization and Training Workshop (U&TW) held at Lackland AFB TX in February 2000. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the Career Development Course and Task Qualification to progress in the career field. Once task certified, a trainee may perform the task unsupervised. Trainees (2S0X1s) will be assigned to entry level supply processes such as demand processing, receiving, storage, distribution, document control, research, turn-in processing, and inventory. Trainees (2S0X2s) will be assigned to the Computer Operations/RPS Element. Knowledge of these processes will provide for the basis of further growth in the supply management/systems analyst career fields.

5.2. **Journeyman (5) Level.** Journeymen are expected to build upon the skills learned as an apprentice by additional on-the-job training, completion of career development courses (2S0X1 A and B or 2S0X2, as appropriate), and certification on core tasks. Within the supply management career field, journeymen will move into more complex supply processes such as requisitioning, requirements, war readiness, equipment management, etc. Supply systems analysts will begin to work more complex RPS issues, microcomputer management, programming, software applications, etc.

5.3. **Craftsman (7) Level.** A craftsman can be expected to fill various supervisory and management positions such as shift leader, element chief, and task certifier. They will also be assigned to work in staff positions such as Procedures and Analysis, MICAP, etc. Craftsmen will be expected to be able to analyze the various supply processes and employ problem-solving techniques to achieve resolution of problems. They should take courses or obtain added knowledge on management of resources and personnel, complete the appropriate career development course, and attend the residence course. Additionally, they will be certified on designated core tasks. Continued academic education through CCAF and advanced training to include vocational programs is encouraged. In addition, when promoted to TSgt, individuals will be scheduled to attend the NCO Academy.

5.4. Superintendent (9) Level. Supply superintendents can be expected to fill positions such as flight chief and various NAF and MAJCOM staff positions. AFSCs 2S0X1 and 2S0X2 merge together at the nine skill level. Additional training in the areas of budget, manpower, resources, and personnel management should be pursued through continuing education. Individuals in the grade of MSgt may be selected for attendance at the Senior Noncommissioned Officer Academy. Those who were not selected to attend as MSgt will attend once they are selected for or attain the grade of SMSgt.

5.5. **Rotation Policy.** Supply managers, at all levels, must ensure supply personnel outside supply are given the opportunity to learn and perform core tasks as shown in the supply STS. The supply manager coordinates with customers and commanders who functionally control other than FAC 41XX resources. These personnel should be considered for rotation back into supply

after 36 months, when practical and not restricted by personnel policies (i.e., individuals will not PCS solely to assure their reassignment to a supply squadron). Retaining AF Supply personnel outside the supply squadron where they are not qualifying or retaining proficiency in supply core tasks adversely affects the individual's career path, and prevents commanders from providing fully qualified supply personnel to unified commands during wartime operations.

6. Training Decisions

This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Supply Management (2S0X1) and Supply Systems Analyst (2S0X2) career fields. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach. These training decisions were made at the U&TW conducted at Lackland AFB in February 2000.

6.1. **Initial Skills.** Initial skills training provides 2S0X1 trainees with knowledge of and hands on experience in the entry level supply processes of receiving, storage and distribution, inventory, issue processing, research, MICAP, sourcing assets, repair cycle, deployment/contingency wartime support, stock control, document control, and turn-in processing. Additionally, trainees would receive training in reject management, reading and interpreting inquiries, and basic computer processing. Initial skills training provides 2S0X2 trainees with knowledge of data processing and electronic data processing equipment; automated digital network processing procedures; basic programming techniques; operational techniques in functional areas of supply, maintenance, transportation, procurement, accounting and finance, and functions of Air Force data systems; Air Force property accounting; and base supply policies and procedures.

6.2. **Five Level Upgrade Requirements.** Upgrade to the five-skill level will require completion of CDCs and certification of core tasks. Five-level upgrade requirements include training on several wholesale data systems that supply personnel can be expected to use in performance of their duties. The core tasks are identified within this document and are the minimum number of tasks that an individual must be certified on in order to be upgraded to the next higher skill level. Supervisors may determine additional tasks required for upgrade training. Core tasks were developed with the majority of the career field in mind. However, there may be instances where an individual cannot be certified on a given task because of lack of resources, i.e. technical expertise, lack of equipment, etc. An example of this could be a Geographically Separated Unit (GSU) that has a valid lack of resources to conduct certification. If this is the case, the Chief of Supply or Commander (in units without a Chief of Supply) will annotate the STS accordingly. When resources are a constraining factor, and the Chief of Supply/Commander has annotated the STS correctly, individuals will not be delayed from upgrade to the next skill level. Contact the Military Personnel Flight for guidance and the proper procedures to annotate the individuals training record. Core task training will be accomplished when possible.

6.3. **Seven Level Upgrade Requirements.** Seven-level upgrade will be accomplished through completion of CDCs, core tasks, and an in-residence school. Training material will be designed to teach supply management personnel supply deployment procedures and concepts to include understanding of supply concepts of operations in a bare base environment, transferring details, MICAP reporting, sourcing assets, processing repairs, and interrogating data systems. Supply Systems Analyst personnel will receive training on procedures to include reject resolution, use of database management, Local Area Network (LAN) connectivity and troubleshooting, the process

environment, debugging, and performing database recovery. Core task waivers will only apply as specified in the paragraph above.

7. Community College of the Air Force

Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

7.1. **Occupational Instructor Certification.** Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor. Consult the current CCAF catalog for requirements.

7.2. **Degree Requirements.** The journeyman (five) level must be held at the time of program completion.

Subject:	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective Technical Education; Leadership, Management, and Military Studies, General Education	15
Total	**64**

The Logistics (1AMY) program. Applies to 2F0X1, 2G0X1, 2S0X1, and 4A1XX.

TECHNICAL CORE		TECHNICAL ELECTIVE	
Subject/Courses	**Semester Hours**	**Subject/Courses**	**Semester Hours**
CCAF Internship	16	AF Enlisted Professional Military Education	12
Contract Management	3	Computer Science	6
Cryogenic Operations	10	Environmental Protection Procedures	3
Distribution Management	12	General Chemistry	3
Fuels Distribution	12	Hazardous Materials	3
Inventory Management	12	Industrial Safety	3
Logistics Automated Systems	6	Introduction to Business	3
Logistics Management	12	Introduction to Petroleum Industry	3
Materiel Handling/Plant Layout	3	Introduction to Transportation	3
Materiel Management	12	Marketing/Merchandising	6
Principles of Accounting	6	Quality Assurance	3
Production/Operations Management	3	Business Mathematics/Statistics	3
Purchasing Principles	3	Business Law	3
Warehouse Storage and Operations	3		

The Information Systems Technology (0IYY) program. Applies to 1C3XX, 1C4XX, 2S0X2, 3C0X1, 3C1XX, 3C3X1, and 3S0X2.

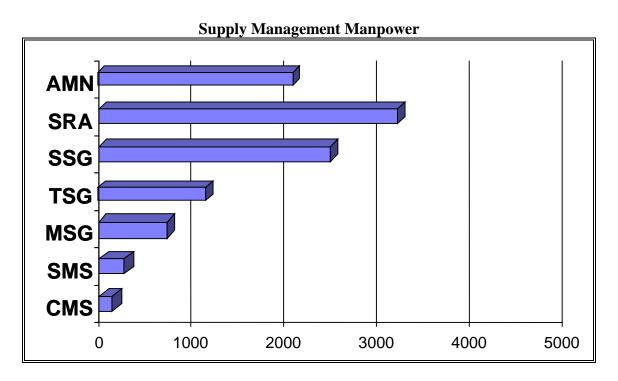| TECHNICAL CORE		TECHNICAL ELECTIVE	
Subject/Courses	**Semester Hours**	**Subject/Courses**	**Semester Hours**
CCAF Internship	16	AF Enlisted Professional Military Education	12
Airborne Information Systems	12	Computer Science	12
Broadcast Information Systems/Management	15	Business Mathematics/Statistics	3
Command and Control Information Systems	9	College Algebra	6
Communications Networking	6	Data Communications	3
Communications-Electronics Program Management	12	FCC General Radiotelephone Operators License	9
Computer Security	6	Radio Communications	6
Data Information Systems/Management	15	Typing/Keyboarding	3
Personnel Data Systems	12	Basic Accounting	3
Telecommunications Administration/Industry Regulation	6		
Telecommunications	6		

7.2.1. **Technical Education.** (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

7.2.2. **Leadership, Management, and Military Studies.** (6 Semester Hours): Professional military education and/or civilian management courses.

7.2.3. **Physical Education.** (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.2.4. **General Education.** (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.2.5. **Program Elective.** (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria and foreign language credit earned at the Defense Language Institute or through the Defense Language Proficiency Test. Six semester hours of CCAF degree-applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.3. **Off-Duty Education.** Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor

should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Career Field Path

8.1. **Manpower Table.** The Supply Management Manpower chart, shown below, illustrates the FY 01/02 Enlisted Grade Allocation/Career Progression Group (CPG) for the specialty by grade.

Supply Management Manpower

	CMS	SMS	MSG	TSG	SSG	SRA	AMN
TOTAL	128	223	880	1259	2582	3264	2067

8.2. **Enlisted Career Path.** The grade requirements for average sew-on and earliest sew-on times are reflections of data received from AFPC and are a snapshot in time and are not AFSC specific. Individuals should use these averages as reference points only, not as measures of achievement within the 2S0XX career field.

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Table 8.2. Enlisted Career Path				
Education and Training Requirements	**GRADE REQUIREMENTS**			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months on-the-job training (OJT) - Minimum 9 months OJT for retrainees - Complete appropriate CDC	SrA	3 years	28 months	10 Years
Airman Leadership School (ALS) - Must be SrA with 48 months time in service or be a SSgt Selectee - Resident graduation is prerequisite for SSgt sew-on	**Trainer** - Recommended by supervisor - Airman Leadership School Graduate - Qualified and certified to perform the task to be trained - Must attend formal trainers course and appointed by Commander.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt - 12 months OJT - Complete appropriate CDC - Attend Craftsman course	SSgt	7.5 years	3 years	20 Years
	Certifier - At least a SSgt with a 5-skill level or civilian equivalent - Attend formal certifiers course and appointed by Commander. - Be a person other than the trainer. - Are qualified and certified to perform the task being certified			
Noncommissioned Officer Academy(NCOA) - Must be a TSgt or TSgt Selectee - Resident graduation is a prerequisite for MSgt sew-on	TSgt MSgt	12.5 years 16 years	5 years 8 years	20 years 24 years
Upgrade To Superintendent (2S090) (9-Skill Level) - Minimum rank of SMSgt - Supervisor's recommendation	SMSgt	19.2 years	11 years	26 Years
USAF Senior NCO Academy (SNCOA) - Must be a MSgt, SMSgt or SMSgt Selectee. - Resident graduation is a prerequisite for CMSgt				
Chief Enlisted Manager (2S000) - Must be a resident graduate of SNCOA	CMSgt	21.5 years	14 years	30 Years

Section C - Skill Level Training Requirements

9. Purpose

Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Section A of this CFETP.

10. Specialty Qualification

10.1. **Apprentice Level Training:** AFSC 2S032, Supply Systems Analyst Apprentice

10.1.1. **Knowledge.** Knowledge is mandatory of: data processing and electronic data processing equipment; automated digital network processing procedures; basic programming techniques; operational techniques in functional areas of supply, maintenance, transportation, procurement, accounting and finance, and functions of Air Force data systems; Air Force property accounting; and base supply policies and procedures.

10.1.2. **Education.** Completion of high school is mandatory. Courses in computer sciences are desirable.

10.1.3. **Training.** For award of 2S032, completion of the Supply Systems Analyst Apprentice course is mandatory.

10.1.4. **Training Sources/Resources**. Completion of initial skills training, Supply Systems Analyst Apprentice course at Lackland AFB, TX, satisfies the knowledge and training requirements specified in the Specialty Qualification section for award of the 3-skill level. The STS identifies all the knowledge and tasks, with their respective standards.

10.1.5. **Implementation.** The 3-skill level will be awarded upon successful completion of the Supply Systems Analyst Apprentice Course.

10.2. **Apprentice Level Training:** AFSC 2S031, Supply Management Apprentice

10.2.1. **Knowledge.** Knowledge is mandatory of: supply policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing systems, storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material procedures; and supply deployment/contingency operations.

10.2.2. **Education.** Completion of high school is mandatory. Emphasis in a course in mathematics is desirable.

10.2.3. **Training.** For award of AFSC 2S031, completion of the basic Supply Management Apprentice course is mandatory.

10.2.4. **Training Sources/Resources.** Completion of initial skills training, Supply Management Apprentice course at Lackland AFB, TX, satisfies the knowledge and training requirements specified in the Specialty Qualification section for award of the 3-skill level. The STS identifies all the knowledge and tasks, with their respective standards.

10.2.5. **Implementation.** The 3-skill level will be awarded upon successful completion of the Supply Management Apprentice Course.

10.3. **Journeyman Level Training:** AFSC 2S052, Supply Systems Analyst Journeyman

10.3.1. **Knowledge.** Knowledge is mandatory of: data processing and electronic data processing equipment; automated digital network processing procedures; intermediate programming techniques; reports processing and scheduling; troubleshooting and resolving software and hardware error conditions; operational techniques in functional area of supply, maintenance, transportation, procurement, accounting and finance, and functions of Air Force data systems; Air Force property accounting; and base supply policies and procedures.

10.3.2. **Education.** Completion of high school is mandatory. Courses in computer sciences are desirable.

10.3.2. **Training.** Completion of 5-level CDCs and core tasks on STS.

10.3.3. **Experience.** Qualification in and possession of AFSC 2S032. Experience in functions such as preparing, operating, and operator maintenance of electronic equipment.

10.3.4. **Training Sources/Resources.** CDC 2S052 provides the career knowledge training required. The current STS shows the tasks that are trained through the CDC materiel. Continuation/qualification training and OJT are provided by qualified trainers.

10.3.5. **Implementation.** Entry into formal journeyman upgrade training is accomplished as soon as the individual is assigned to their first duty station.

10.4. **Journeyman Level Training: AFSC** 2S051, Supply Management Journeyman

10.4.1. **Knowledge.** Knowledge is mandatory of: Air Force property accounting, base supply policies and procedures, stock and inventory control, accountability and responsibility, principals of property accounting through manual or automated data processing systems, storing methods, receiving, issuing, and disposing of property, techniques for handling flammables and explosives (exclusive of ammunition, except for small arms ammunition), techniques for identifying items, fire prevention and safety precautions, and hazardous material procedures.

10.4.2. **Education.** Completion of high school is mandatory. Emphasis in a course in mathematics is desirable.

10.4.3. **Training.** Completion of both 5-level CDCs and core tasks on the STS.

10.4.4. **Experience.** Qualification in and possession of AFSC 2S031. Experience is mandatory in functions such as preparing and maintaining documentation and records associated with inventory management actions; receipt, storage, and issue of property; conducting inventories; or configuration and operation of storage facilities.

10.4.5. **Training Sources/Resources.** CDC 2S051A and 2S051B provide the career knowledge training required. The current STS shows the tasks that are trained through the CDC materiel. Continuation/qualification training and OJT are provided by qualified trainers.

10.4.6. **Implementation.** Entry into formal journeyman upgrade training is accomplished as soon as the individual is assigned to their first duty station.

10.5. **Craftsman Level Training: AFSC** 2S072, Supply Systems Analyst Craftsman

10.5.1. **Knowledge.** Knowledge is mandatory for management of: data processing and electronic data processing equipment; automated digital network processing procedures and operations to include microcomputer/local area network technologies; concepts of advanced information technology such as data warehousing; advanced programming techniques required to develop retrievals with structured query languages; database management to include advanced troubleshooting and maintenance; operational techniques in functional areas of supply, maintenance, transportation, procurement, accounting and finance, and functions of Air Force data systems; Air Force property accounting; and base supply policies and procedures.

10.5.2. **Education.** Continued education in computer science field is desirable.

10.5.3. **Training.** Completion of 7-level CDCs, core tasks on STS, and the 7-level technical school course.

10.5.4. **Experience.** Qualification in and possession of AFSC 2S052. In addition, experiences supervising and performing supply systems functions.

10.5.5. **Training Sources/Resources.** Formal training is accomplished at Lackland AFB, TX through the Supply Systems Analyst Craftsman course. CDC 2S072 provides the career knowledge necessary to prepare trainees for the residence course. The STS identifies all the core

tasks required for qualification. Continuation/qualification training and OJT is provided by qualified trainers.

10.5.6. **Implementation.** Entry into OJT is initiated when an individual has obtained the rank of SSgt and possesses the 5-skill level. Trainees must complete at least 12 months in UGT, the 2S072 CDC, and be certified on core tasks prior to attending the craftsman course.

10.6. **Craftsman Level Training: AFSC** 2S071, Supply Management Craftsman

10.6.1. **Knowledge.** Knowledge is mandatory of: Air Force property accounting, base supply policies and procedures, stock and inventory control, accountability and responsibility, principals of property accounting through manual or automated data processing systems, storing methods, receiving, issuing, and disposing of property, techniques for handling flammables and explosives (exclusive of ammunition, except for small arms ammunition), techniques for identifying items, fire prevention and safety precautions, and hazardous material and waste procedures.

10.6.2. **Education.** Continued education in logistics management is desirable.

10.6.3. **Training.** Completion of 7-level CDCs, core tasks, and in residence 7-level course.

10.6.4. **Experience.** Qualification in, and possession of AFSC 2S051. Experience is mandatory in performing or supervising functions such as establishing and maintaining reporting and management procedures for stock consumption, receipt, storage, and issue of property, conducting inventories, analyzing trends in stockage policy and customer support, and supervising storage facilities.

10.6.5. **Training Sources/Resources.** Formal training is accomplished at Lackland AFB, TX through the Supply Management Craftsman Course. CDC 2S071 provides the career knowledge necessary to prepare trainees for the residence course. The STS identifies all the core tasks required for qualification. Continuation/qualification training and OJT is provided by qualified trainers.

10.6.6. **Implementation.** Entry into OJT is initiated when an individual has obtained the rank of SSgt and possesses the 5-skill level. Trainees must complete at least 12 months in UGT, the 2S071 CDC, and be certified on core tasks prior to attending the residence course.

10.7. **Superintendent Level Training: AFSC** 2S090, Supply Management Superintendent

10.7.1. **Knowledge.** Knowledge is mandatory in areas of manual and automated supply accounting procedures, and operational techniques used in logistics functions such as supply, transportation, maintenance, and procurement.

10.7.2. **Education.** Continued education in logistics management is desirable.

10.7.3. **Training.** Completion of SNCOA in-residence or correspondence and SMSgt sew-on are mandatory for award of the 9-skill level.

10.7.4. **Experience.** For award of AFSC 2S090, qualification in and possession of AFSC 2S071/72 is mandatory.

10.7.5. **Training Sources/Resources.** Senior NCO Academy correspondence course provides information helpful to individuals preparing for the grades of SMSgt and CMSgt.

10.7.6. **Implementation.** Entry into OJT is initiated when an individual possesses the 7-skill level and is a SMSgt selectee.

Section D - Resource Constraints

11. Purpose

This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12. Apprentice Level Training

12.1. **Constraints**: There are known constraints on two elements in the STS. Element 5.3.1. D043, Master item identification and control system and 6.7.3. Source assets (using MASS) are identified as constrained in the 2S0X1 3-level in-resident course, due to insufficient equipment and connectivity problems.

12.1.1. **Impact**. The impact to the students of the 2S0X1 3-level course will be that they will not have the hands-on portion of the training. The students will be provided task knowledge on both of these elements and as soon as the constraints can be overcome, they will receive the hands-on training.

12.1.2. **Resources Required**. Equipment to upgrade 7 classrooms to a classroom/laboratory (126 Microcomputers with PC Link software). The existing 7 laboratories will require adding the PC Link software. In addition, connectivity to the Internet will be required in all 14 classrooms/laboratories.

12.1.3. **Action Required**. Funding for 126 Microcomputers, PC Link software, and connecting the 14 classrooms with Internet access.

12.2. **OPR and Target Completion Date**. The Office of Primary Responsibility (OPR) for the funding of these requirements is HQ USAF/ILSP. A target completion date is tentatively set at October 2001, due to unknown funding possibilities during the 2000 calendar year.

13. Five Level Training

No known constraints.

14. Seven-Level Training

No known constraints.

Section E. Transitional Training Guide:

There are currently no transitional training requirements. This area is reserved.

Part II

Section A-Specialty Training Standard

1. Implementation

The implementation of this STS for technical training provided by Air Education and Training Command is with class beginning 20001011 and graduating 20001129 (2S031), class 20010109 graduating 20010323 (2S032), class 20001211 graduating 20001221 (2S071), and class 20001127 graduating 20001208 (2S072).

2. Purpose

2.1. Lists in the column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. Column 2 identifies the core tasks that must be certified for upgrade to the next higher skill level. A single asterisk (*) denotes those core tasks required for upgrade to the five skill level while a double asterisk (**) identifies those core tasks required for upgrade to the seven skill level. These are the minimum core tasks; supervisors may assign additional core tasks, as deemed appropriate, that must be certified for upgrade to the next higher skill level. When resources (training expertise, equipment, etc.) are not available to certify an individual on a core task, the Commander/Chief of Supply will so annotate the STS stating that resources are not available. Upgrade training will not be denied to individuals who, through lack of resources, cannot be core task certified. Supply personnel in outside units, i.e., transportation, maintenance, civil engineers, will not use this exclusion when they are supported by a supply account. Rather, the host supply training element will be contacted for assistance. Contact the Military Personnel Flight for guidance and the proper procedures to annotate the individuals training record when core task training cannot be accomplished.

2.2. Shows formal training and correspondence course requirements. Column 3 shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.3. Provides certification for OJT. Column 4 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date.

2.4. **Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. **Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the

CFETP only upon approval of the AFCFM. *NOTE:* The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their Career Field.

2.5.1.1. **Converting from Old Document to CFETP.** Use the new CFETP to identify and certify all past and current task qualifications. Transcribe qualifications in the following manner: For those core tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee's and certifier's initials. During the transcription process no training is taking place, therefore the trainer's initials are not required. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as the completion date, and enter the trainee's and trainer's initials. When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their respective roles. Upon completion of the transcription process, give the old CFETP to the member.

2.5.1.2. **Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 26-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. *NOTE:* Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. **Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated systems. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) by both erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. **Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance, meet local demands for accuracy, timeliness, and correct use of procedures.

2.5.3. **Application.** This STS applies to the training of the Total Force. Unit Commanders with assigned personnel outside of FAC 41 need to coordinate training needs through the host Chief of Supply Training Element. This will ensure qualified trainers/certifiers are available and training is accomplished on all core tasks. Waiver authority for core tasks that cannot be accomplished due to non-availability of equipment is assigned to the host Chief of Supply/Commander.

2.6. The Training Standard is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPs). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPs catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly

AFR 35-16, volume 1). WAPs is not applicable to the Air National Guard or the Air Force Reserve.

3. Recommendations

Comments and recommendations are invited concerning quality of AETC training. Reference specific STS paragraphs and address correspondence regarding changes to 37 TRG/DOS, 1000 Mercury Drive, Lackland AFB, TX 78236-5717. A customer service information line has been installed for the supervisor's convenience to identify graduates who may have received over or under training on task/knowledge items listed in this specialty training standard. For quick responses to problems, call our customer service information line, DSN 473-2917 any time day or night.

4. STS Automation

In accordance with AFI 36-2201 and HQ USAF/ILSP, all users of this STS are authorized to automate not only the contents of the STS, but also Air Force Job Qualification Standards (AFJQSs), Command Job Qualification Standards (CJQSs), and local Job Qualification Standards (JQSs). Maintain a current annotated copy of the STS for reference. Certification is accomplished as outlined in paragraph 2 above.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL   **Michael E. Zettler**
                                         Lieutenant General, USAF
                                         Deputy Chief of Staff, Installations and Logistics

Attachment 1. Qualitative Requirements
Attachment 2. AFSC 2S0X1 STS
Attachment 3. AFSC 2S0X2 STS

QUALITATIVE REQUIREMENTS

PROFICIENCY CODE KEY			
	SCALE VALUE	DEFINITION: The individual	
TASK PERFORMANCE LEVELS	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (EXTREMELY LIMITED)	
	2	Can do most parts of the task. Needs only help on hardest parts. (PARTIALLY PROFICIENT)	
	3	Can do all parts of the task. Needs only a spot check of completed work. (COMPETENT)	
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (HIGHLY PROFICIENT)	
*TASK KNOWLEDGE LEVELS	a	Can name parts, tools, and simple facts about the task. (NOMENCLATURE)	
	b	Can determine step by step procedures for doing the task. (PROCEDURES)	
	c	Can identify why and when the task must be done and why each step is needed. (OPERATING PRINCIPLES)	
	d	Can predict, isolate, and resolve problems about the task. (ADVANCED THEORY)	
**SUBJECT KNOWLEDGE LEVELS	A	Can identify basic facts and terms about the subject. (FACTS)	
	B	Can identify relationship of basic facts and state general principles about the subject. (PRINCIPLES)	
	C	Can analyze facts and principles and draw conclusions about the subject. (ANALYSIS)	
	D	Can evaluate conditions and make proper decisions about the subject. (EVALUATION)	
EXPLANATIONS			

 * A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Examples: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

 - This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

 X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
		CRSE	CDC	CRSE	CDC					
Note 1: Users are responsible for annotating training references (TRs) to identify current references pending STS revision. Note 2. The items in the core task column marked with an * reflect the core tasks required for upgrade to the five skill level. Double asterisks ** are used to identify those tasks required for upgrade to the seven skill level. Those marked with a # reflect the items that will be taught during wartime in the 3-level abbreviated wartime course. Note 3: The dash(-) contained in the proficiency column indicates that no proficiency training is provided in the course or CDC. Note 4. Materiel Control/Organization Supply related tasks are listed under several processes.										
1. SUPPLY CAREER FIELD **TR: AFMAN 23-110;AFI 21-101, AFI 36-2108**										
1.1. Intro to logistics support plan		A	-	-	-					
1.2. Supply strategic plan		A	-	-	-					
1.3. Agile Logistics		-	B	-	-					
1.4. Supply enlisted opportunities		-	A	-	A					
1.5. Progression in career ladder		A	A	-	A					
1.6. AFSC specific duties		A	B	-	-					
1.7. Organizational structure										
1.7.1. Base		A	A	-	A					
1.7.2. Decentralized support centers		A	A	-	A					
1.7.3. Regional supply squadrons		A	A	-	A					
1.8. Supply major processes overview		A	B	-	-					
1.9. Sources of supply		A	A	-	A					
1.10. Supply chain management		A	A	-	B					
2. SECURITY **TR: AFIs 10-1101, 33-114, 33-119, 33-220, DODR 5200.1R**										
2.1. Specific operations security (OPSEC) vulnerabilities of AFSC										
2.1.1. Essential elements of friendly information (EEFI)	#	A	-	-	-					
2.2. Computer Security										
2.2.1. Physical	#	A	-	-	-					
2.2.2. Software Security		A	-	-	-					
2.2.3. System Security										
2.2.3.1. Access restriction (TRIC)		A	A	-	B					
2.2.3.2. Auditable documents		A	-	-	-					
2.2.3.3. Sign-on/sign-off (user ID/password)	#	2b	-	-	-					
2.2.3.4. Web security		A	-	-	-					
2.2.3.5. Electronic mail (E-mail)		A	-	-	-					
3. MICROCOMPUTERS TR: AFI 33-112										
3.1. Hardware		A	-	-	-					
3.2. Software										
3.2.1. Copyright restrictions		A	-	-	-					
3.2.2. Use operating system		1a	-	-	-					
3.2.3. Use word processing		-	-	-	-					

Attachment 2

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
3.2.4. Use graphics		-	-	-	-					
3.2.5. Use data base management		-	-	-	-					
3.2.6. Use web browser		1a	-	-	-					
3.3. Access LAN		-	-	-	-					
4. ISSUE PROCESS **TR: AFMAN 23-110, AFR 0-2;TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB);FEDLOG, D043**										
4.1. Prepare issue										
4.1.1. Stock number request	#	2a	b	-	-					
4.1.2. Part number request	#	2a	b	-	-					
4.2. Process the issue	#	2a	-	-	-					
4.3. Output										
4.3.1. Kill notice										
4.3.1.1. Verify requirement	#	a	-	-	-					
4.3.1.2. Review other assets notice	#	2a	b	-	b					
4.3.1.3. Reprocess issue request	#	a	-	-	-					
4.4. Process detail record issues	*/**	a	b	2b	b					
4.5. Maintenance/supply system interface		A	B	-	-					
5. RESEARCH/RECORDS MAINTENANCE PROCESSES **TR: AFMAN 23-110; AFJMAN 23-210; AFIND 2; TOs 0-1-01, 00-5-1, Illustrated Parts Breakdown (IPB); DOD 4145. 19-R; FEDLOG, DFAS-DE 7077.10-M**										
5.1. Manual research										
5.1.1. Research publications										
5.1.1.1. AFMAN 23-110	*#	1a	b	-	b					
5.1.1.2. DOD 4145.19-R		-	-	-	-					
5.1.1.3. AFJMAN 23-210		-	-	-	-					
5.1.1.4. DFAS-DE 7077.10-M		-	-	-	-					
5.1.1.5. AFIND 2		-	-	-	-					
5.1.2. Research Technical orders										
5.1.2.1. Source code	*	-	b	-	-					
5.1.2.2. Repair code	*	-	b	-	-					
5.1.2.3. SMR	*	-	b	-	-					
5.1.2.4. Usable on code	*	-	b	-	-					
5.1.2.5. Next higher assembly	*	-	b	-	-					
5.2. Structure of national stock number		B	-	-	-					
5.3. Research systems										
5.3.1. D043, Master item identification and control system		1a/a	B	2a	B					
5.3.2. FEDLOG	#	2a	B	-	-					
5.4. Item record load, change, and delete										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
		CRSE	CDC	CRSE	CDC					
5.4.1. Process FIL	#	2a	b	-	-					
5.4.2. Process FIC		2a	b	-	-					
5.4.3. Process FID		2a	b	-	-					
5.4.4. Structure of the Expendability, Recoverability, Repairabilty, Cost (ERRC) code		A	B	-	-					
5.5. Interchangeability and substitution group (I&SG) records										
5.5.1. Load		-	B	-	-					
5.5.2. Change		-	B	-	-					
5.5.3. Delete		-	B	-	-					
5.5.4. Local assigned I&S groups		-	B	-	-					
5.6. Support records										
5.6.1. Load		-	B	-	-					
5.6.2. Change		-	B	-	-					
5.6.3. Delete		-	B	-	-					
5.7. Maintain										
5.7.1. Work files		-	B	-	-					
5.7.2. Internal support record files		-	B	-	-					
5.7.3. Stock number user directory (D071)		-	B	-	-					
5.7.4. Item records		-	B	-	-					
5.7.5. Reporting organization file (ROF) RCS: HAF (W) 8246		-	A	-	A					
5.7.6. Process AF Form 86		-	-	-	-					
5.8. Contracting interface		-	-	-	-					
6. MISSION CAPABLE (MICAP) PROCESS **TR: AFMAN 23-110**										
6.1. MICAP responsibilities										
6.1.1. Base/Region	#	A	B	-	B					
6.1.2. MAJCOM		-	-	-	-					
6.1.3. Depot		-	-	-	-					
6.2. Check local resources	*/** #	b	b	2a	c					
6.3. Establish MICAP Due-out		-	b	-	-					
6.4. Interpret cause codes		-	B	-	b					
6.5. Cannibalization		-	b	-	b					
6.6. Interpret delete codes		-	B	-	b					
6.7. MICAP asset sourcing system (MASS)	**									
6.7.1. Overview	#	A	B	-	-					
6.7.2. Work reports and listings		-	b	2b	-					

Attachment 2

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
6.7.3. Source assets	*#	1a/a	b	2b	-					
6.7.4. Produce status reports		a	b	2b	-					
6.8. Monitor/update MICAP status	*/**	a	b	2b	-					
6.9. MICAP Reporting										
6.9.1. Research wholesale interfaces		-	b	2b	-					
6.9.2. Process MICAP condition change		-	b	2b	-					
7. REPAIR CYCLE PROCESS **TR: AFMAN 23-110, TOs 00-20-3, 00-35D-54**										
7.1. Repair cycle overview	#	A	B	-	-					
7.2. Manage due-in from maintenance (DIFM) items										
7.2.1. Repair cycle asset management listing (D23)	*#	A	B	-	b					
7.2.2. DIFM processing										
7.2.2.1. Perform DIFM reconciliation		a	B	2b	b					
7.2.2.2. Process turn around action (TRN)		a	b	-	c					
7.2.3. Process DIFM codes										
7.2.3.1. Status codes	#	a	B	-	B					
7.2.3.2. Action taken codes		-	b	-	-					
7.3. Awaiting parts (AWP) (D19)	*	A	B	-	b					
7.4. Asset flow										
7.4.1. Process base level repair		A	B	1b	b					
7.4.2. Process off base repair		A	B	1b	b					
7.4.3. Process condemnation		A	B	1b	b					
7.5. Manage time change items		-	b	-	-					
7.6. Manage technical order compliance		-	b	-	-					
7.7. Process MDR/PQDR		-	b	-	-					
7.8. Depot Level Reparable (DLR)		A	B	-	B					
7.9. Supply points		A	B	-	-					
7.10. Supply point detail records										
7.10.1. Load		-	b	-	-					
7.10.2. Change		-	b	-	-					
7.10.3. Delete		-	b	-	-					
7.11. Conduct supply point reconciliation		-	B	-	-					
7.12. Monitor/review repair cycle data list Q04		-	B	-	-					
8. WAR RESERVE MATERIEL (WRM), DEPLOYMENT, and CONTINGENCY WARTIME SUPPORT **TR: AFMAN 23-110; AFIs 10-403, 25-101, 25-102, AFMAN 10-401, DOD 4145.19.R-1.**										
8.1. WRM management responsibilities										
8.1.1. Overview		A	-	-	B					
8.1.2. Process authorizations		-	b	-	b					

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
8.1.3. Perform reconciliation		-	b	-	b					
8.1.4. Load, change, delete WRM detail records		-	b	-	-					
8.1.5. Update/monitor WRM listings		-	-	-	-					
8.1.6. Categories										
8.1.6.1. WCDO transactions		-	A	-	B					
8.1.6.2. Equipment										
8.1.6.2.1. Process long term deployment		-	a	-	b					
8.1.6.2.2. Process short term deployment		-	a	-	b					
8.1.6.2.3. Process RDO		-	a	-	b					
8.1.6.3. Manage war plans additive requirement report (WPARR)		-	A	-	B					
8.1.6.4. Joint use		-	A	-	B					
8.1.6.5. Harvest Eagle, Harvest Falcon and station sets		-	A	-	B					
8.2. Supply readiness control center										
8.2.1. OPlan		A	A	-	B					
8.2.2. Unit tasking for UTCs		A	A	-	B					
8.2.3. Time phased force deployment data (TPFDD)		-	A	-	B					
8.2.4. DOC statement		A	A	-	B					
8.2.5. COMPES		-	A	-	B					
8.2.6. Deployable supply support										
8.2.6.1. Automated		-	-	-	-					
8.2.6.2. Manual		-	-	-	-					
8.3. Deployment/Contingency Wartime support										
8.3.1. Small arms		A	B	-	-					
8.3.2. Mobility bags	#	A	B	-	-					
8.3.3. MICAS		-	B	-	-					
8.3.4. Wartime processing procedures										
8.3.4.1. Readiness spares packages (RSP)	#	A	B	-	B					
8.3.4.2. Manage readiness spares package (RSP)										
8.3.4.2.1. Deployable	**#	A	B	-	B					
8.3.4.2.2. In-place		A	B	-	B					
8.3.4.2.3 Transfer RSP		-	B	2b	B					
8.3.5. DYNA-METRIC Microcomputer Analysis System (DMAS)										
8.3.5.1. Overview		A	B	-	B					
8.3.5.2. Load database		-	-	-	-					
8.3.5.3. Capability assessment										

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
		CRSE	CDC	CRSE	CDC					
8.3.5.3.1. Run		-	-	-	-					
8.3.5.3.2. Validate		-	-	-	-					
8.3.5.4. Deployment computation										
8.3.5.4.1. Run		-	-	-	-					
8.3.5.4.2. Validate		-	-	-	-					
8.3.5.5. Use deceleration		-	-	-	-					
8.3.5.6. Run R-26 merge		-	-	-	-					
9. STOCK CONTROL PROCESS **TR: AFMAN 23-110**										
9.1. Purpose		A	B	-	-					
9.2. Stockage policy										
9.2.1. EOQ		-	A	-	A					
9.2.2. Repair cycle		-	A	-	A					
9.2.3. Equipment		-	A	-	A					
9.3. Types of levels										
9.3.1. Demand		-	A	-	B					
9.3.2. Adjusted		-	A	-	B					
9.3.3. Readiness base level (RBL)		-	A	-	B					
9.3.4. Process RBL reconciliation		-	-	-	b					
9.3.5. Mission change data		-	-	-	A					
9.4. MILSTRIP procedures										
9.4.1. Process requisitions										
9.4.1.1. Automatic		A	b	-	-					
9.4.1.2. Special	#	A	b	-	-					
9.4.2. Due-ins		A	B	-	-					
9.4.3. Process status		A	b	-	-					
9.4.4. Priority designators		A	B	-	-					
9.4.5. Process follow-up		A	b	-	-					
9.4.6. Manage ARC images		-	B	-	B					
9.5. Due-out validation		-	-	-	-					
9.6. Reconcile priority monitor report		A	b	-	-					
9.7. Process cancellations										
9.7.1. Due-Out cancellations		A	b	-	b					
9.7.2. Due-In cancellations	*	A	b	-	b					
9.8. Unserviceable asset control		-	-	-	-					
9.9. Process shipments										
9.9.1. Directed		A	b	-	b					
9.9.2. Non-directed		A	b	-	b					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
9.9.3. Transfers		A	b	-	b					
9.9.4. Denials		-	b	-	b					
9.9.5. Total asset visibility (TAV)		-	B	-	b					
9.10. Monitor base retention/excess program										
9.10.1. Supplies		-	B	-	-					
9.10.2. Equipment		-	B	-	-					
9.11. RAMPS		-	B	-	b					
9.12. Fund requirements		-	B	-	B					
9.13. Forced due-out release		-	B	-	-					
9.14. Materiel obligation validation (MOV)		-	A	-	A					
9.15. MILSTAMP tracer		-	B	-	B					
9.16. BNR, RNB, and SNC transactions		-	B	-	B					
9.17. Supply assistance/supply difficulty		-	B	-	B					
9.18. Numeric parts preference codes (NPPCs)		-	B	-	-					
9.19. Local purchase		-	-	-	-					
10. EQUIPMENT MANAGEMENT PROCESS TR: AFMAN 23-110										
10.1. Air Force equipment management system										
10.1.1. USAF		-	B	-	-					
10.1.2. MAJCOM		-	B	-	-					
10.1.3. ALCs		-	B	-	-					
10.1.4. Base/Region										
10.1.4.1. Equipment management section		A	B	-	-					
10.1.4.2. Property custodian		A	B	-	-					
10.2. Maintain control register		-	-	-	-					
10.3. AFEMS (C001)										
10.3.1. Allowance standards		A	B	-	B					
10.3.2. Equipment profiles		-	B	-	B					
10.3.3. AFEMS research		-	B	-	B					
10.3.4. Data Transactions		-	B	-	B					
10.3.5. E-Mail		-	B	-	B					
10.3.6. Ad Hoc processing		-	B	-	B					
10.3.7. File Transfers		-	B	-	B					
10.3.8. Configuration management			B		B					
10.3.9. AFEMS reconciliation		-	B	-	B					
10.3.10. AFEMS (C001) rejects/variances		-	B	-	B					
10.4. Non-EAID equipment authorized inventory data		-	B	-	-					
10.5. AF Form 601/2005/TACR		A	B	-	B					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
10.6. Process in-use details										
10.6.1. Load		-	b	-	-					
10.6.2. Change		-	b	-	-					
10.6.3. Delete		-	b	-	-					
10.7. Products and listings										
10.7.1. Q09 -Allowance source code listing		-	B	-	B					
10.7.2. Q10-Out -of-balance listing		-	B	-	B					
10.7.3. R14-custodian authorization/custody receipt listing		A	B	-	-					
10.7.4. D24- Daily equipment transaction report		-	-	-	B					
10.7.5. R25 SPRAM listing		-	B	-	-					
10.8. Special purpose recoverable authorized maintenance (SPRAM)		-	B	-	-					
10.9. Process transfer between custodians		-	b	-	-					
10.10. Customer receipt jacket folder		-	B	-	-					
10.11. CFO act compliance		-	-	-	-					
10.12. Weapons and COMSEC reports		-	A	-	B					
11. TURN-IN PROCESS **TR: AFMAN 23-110**										
11.1. Prepare turn-in document										
11.1.1. Consumables/expendables		2a	b	-	-					
11.1.2. Repair cycle		2a	b	-	-					
11.1.3. Equipment										
11.1.3.1. EAID		-	b	-	-					
11.1.3.2. Non-EAID		-	b	-	-					
11.1.4. Exception processing										
11.1.4.1. FOB		-	b	-	-					
11.1.4.2. Hazardous material		-	-	-	-					
11.1.4.3. MDR/PQDR		-	b	-	-					
11.2. Incheck property		2a	b	-	-					
11.3. Inspect property		2a	b	-	-					
11.4. Process turn-in	#	2a	b	-	-					
11.5. Move property to appropriate location		1a	-	-	-					
11.6. Forms distribution		A	-	-	-					
12. DOCUMENT CONTROL **TR: AFMAN 23-110, AFI 37-138**										
12.1. Automated document control										
12.1.1. Source documents		A	B	-	-					
12.1.2. Perform quality control		2a	b	-	-					
12.1.3. Document disposition		A	b	-	-					

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
12.1.4. Resolve delinquent documents		a	b	-	-					
12.2. Maintain document support files		-	b	-	-					
12.3. Manage shipment suspense program		-	b	-	b					
12.4. Letters of authorization to receipt for property		-	A	-	-					
12.5. Maintain FIX document file		-	b	-	-					
13. INQUIRIES **TR: AFMAN 23-110**										
13.1. Define types		A	B	-	-					
13.2. Process inquiries	#	2a	b	-	-					
13.3. Interpret	**									
13.3.1. Item record	*#	2a	b	-	c					
13.3.2. Detail record		2a	b	-	-					
13.3.3. Part number		2a	b	-	-					
13.3.4. Consolidated transaction history (CTH)	*	2a	b	-	c					
13.3.5. Repair cycle record		-	b	-	c					
13.3.6. Requirements computation		-	b	-	c					
13.3.7. Other inquiries		-	B	-	-					
13.4. Process ASNUD		-	-	1a	-					
13.5. Process THUD		-	-	-	-					
14. SUPPLY MANAGEMENT ACTIVITY GROUP (SMAG) **TR: AFMAN 23-110, DFAS-DE 7077.10-M; AFPD 23-4**										
14.1. Operating concept		A	A	-	B					
14.2. Stock fund division										
14.2.1. MSD		-	A	-	B					
14.2.2. GSD		-	A	-	B					
14.3. Management levels										
14.3.1. Division		-	A	-	B					
14.3.2. MAJCOM		-	A	-	B					
14.3.3. Region/Base		-	A	-	B					
14.3.4. Chief of supply (FWG/FMB)		-	A	-	B					
14.3.5. Supply funds (SMAG) manager		-	A	-	B					
14.4. Prepare operating programs		-	-	-	B					
14.5. WRM/RSP funding		-	A	-	B					
14.6. Analyze operating program		-	-	-	B					
14.7. Monitor/analyze financial management reports		-	-	-	B					
14.8. Manage GSD program execution		-	-	-	-					
14.9. Credit return policy		-	A	-	B					
14.10. Non-reimbursable issues/shipments		-	A	-	B					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
14.11. Reduced price sales		-	-	-	-					
14.12. Inventory valuation		-	-	-	-					
14.13. Investment equipment		-	-	-	A					
14.14. Supply/DFAS interface (SMAS)		-	-	-	A					
14.15. Resource advisor										
14.15.1. Prepare O&M budget		-	A	-	B					
14.15.2. Manage O&M budget		-	A	-	B					
15. REJECT/MANAGEMENT NOTICE PROGRAM **TR: AFMAN 23-110**										
15.1. Definition	#	A	B	-	-					
15.2. Identify responsibilities		A	B	-	-					
15.3. Research rejects	*#	2a	b	-	b					
15.4. Research management notices		2a	b	-	b					
15.5. Resolve rejects		2a	b	-	b					
16. POST-POST **TR: AFMAN 23-110**										
16.1. Responsibilities		-	B	-	-					
16.2. Phase selection		-	B	-	-					
16.3. Team activation		-	B	-	-					
16.4. Perform post-post operation										
16.4.1. Manual		-	b	-	-					
16.4.2. Recovery		-	b	-	-					
16.5. Automated operations		-	-	-	-					
17. PROCEDURES AND ANALYSIS PROCESSES **TR: AFMAN 23-110, AFIs 25-201, 90-201**										
17.1. Self inspection		-	A	-	B					
17.2. Develop surveillance checklist		-	A	-	B					
17.3. Develop surveillance schedule		-	A	-	B					
17.4. Conducts surveillance		-	A	-	b					
17.5. Prepare surveillance reports		-	A	-	b					
17.6. Customer support visits		-	A	-	B					
17.7. Monitor management reports and listings		-	A	-	b					
17.8. Analyze data to determine:										
17.8.1. Supply effectiveness		-	a	-	b					
17.8.2. Training requirements		-	a	-	b					
17.9. Purpose of management analysis		-	A	-	A					
17.10. Types of analysis		-	A	-	A					
17.11. Perform analysis		-	-	-	B					

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		3 skill level CRSE	5 skill level CDC	7 skill level CRSE	7 skill level CDC	TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
17.12. Types of reports		-	A	-	-					
17.13. Review procedural changes		-	A	-	B					
17.14. Recommend procedural changes		-	-	-	B					
17.15. Review software releases, advance program documentation, system advisory notices (SANs) and heads up messages		-	-	-	B					
17.16. Support agreement responsibilities for USAF organizations		-	-	-	B					
17.17. Prepare difficulty reports (DIREPs)		-	A	-	B					
17.18. Monitor difficulty reports (DIREPs)		-	-	-	B					
17.19. Develop local procedures		-	A	-	B					
17.20. Publish local procedures		-	-	-	B					
18. WAREHOUSE OPERATIONS **TR: AFMAN 23-110, AFJMAN 23-215, AFI 0-2, AFR 400-54; AFJI 23-207, DOD 4145.19-R-1; TOs 0-1-01, 00-5-1, 00-20-3, 00-20K, 00-25-234, 00-35D-54, 00-110N, 00-85-3, 00-85A-23-1, 42E5-1-2, 42B series -2 series; S-2A-1, AFI 64-109, MIL-STD-101E**										
18.1. Inspection process										
18.1.1. Inspect property for condition status		A	b	-	b					
18.1.2. Condition tags/labels										
18.1.2.1. Determine identity		A	b	-	b					
18.1.2.2. Prepare		-	b	-	-					
18.1.3. Identify condition codes		A	b	-	b					
18.1.4. Process condition changes		-	B	-	b					
18.1.5. Process identity changes		-	B	-	b					
18.1.6. Shelf life items										
18.1.6.1. Identify		A	b	-	-					
18.1.6.2. Schedule/process for test		-	B	-	b					
18.1.6.3. Monitor	*	-	b	-	b					
18.1.7. Petroleum/chemicals										
18.1.7.1. Identify		-	b	-	-					
18.1.7.2. Schedule/process for tests		-	B	-	b					
18.1.7.3. Monitor		-	b	-	b					
18.1.8. Request items to complete assemblies		-	-	-	-					
18.1.9. Functional check items										
18.1.9.1. Determine identity		A	b	-	-					
18.1.9.2. Monitor		-	b	-	-					
18.1.10. TCTO items										
18.1.10.1. Determine identity		A	b	-	-					
18.1.10.2. Report		-	b	-	b					
18.1.10.3. Monitor		-	b	-	b					

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1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
18.1.11. Suspect/unsuitable materiel										
18.1.11.1. Identify		A	b	-	b					
18.1.11.2. Monitor		-	b	-	b					
18.1.12. Health hazard items										
18.1.12.1. Identify		A	b	-	-					
18.1.12.2. Report		-	b	-	-					
18.1.12.3. Inspect		-	b	-	-					
18.1.12.4. Monitor		-	b	-	b					
18.1.12.5. Material safety data sheets (MSDS)		A	B	-	B					
18.1.12.6. Disposal		-	a	-	-					
18.1.13. Electrostatic sensitive devices/ electrostatic discharge (ESD) items										
18.1.13.1. Identify		A	B	-	-					
18.1.13.2. Schedule/test		-	b	-	-					
18.1.13.3. Monitor		-	A	-	b					
18.1.14. Maintain inspection off-line checklist		-	-	-	-					
18.1.15. Determine demilitarization code		-	B	-	-					
18.2. Receiving process										
18.2.1. Receipt of property										
18.2.1.1. Off-load property		a	b	-	-					
18.2.1.2. Segregate property		a	b	-	-					
18.2.1.3. Incheck property										
18.2.1.3.1. DD Form 1348-1A	#	2a	b	-	-					
18.2.1.3.2. Other source documents		a	B	-	-					
18.2.1.4. Process receipts	#	2a	b	-	-					
18.2.1.5. Process discrepancies										
18.2.1.5.1. Quantity		b	B	-	b					
18.2.1.5.2. Documentation		b	B	-	b					
18.2.1.5.3. Misidentified		b	B	-	b					
18.2.1.5.4. Unserviceable		b	B	-	b					
18.2.2. Local purchase items		-	-	-	-					
18.2.3. Local manufacture items		-	B	-	-					
18.2.4. Move to appropriate location		2a	b	-	-					
18.2.5. Forms distribution		A	B	-	-					
18.3. Storage and distribution process										
18.3.1. Storage space										
18.3.1.1. Identify types of warehouse facilities		A	B	-	-					

Attachment 2

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
18.3.1.2. Plan a warehouse layout		A	B	-	B					
18.3.1.3. Effective utilization		-	A	-	B					
18.3.2. Store property										
18.3.2.1. General principles		A	B	-	B					
18.3.2.2. Hazardous materials	*	A	b	-	-					
18.3.2.3. Miscellaneous commodities		A	b	-	-					
18.3.2.4. Gas cylinders		A	b	-	-					
18.3.2.5. Project materiel		A	b	-	-					
18.3.2.6. Controlled items	*	A	b	-	b					
18.3.2.7. Precious metals		-	A	-	-					
18.3.2.8. Shelf life items		A	b	-	-					
18.3.2.9. Unserviceable items		A	b	-	-					
18.3.2.10. WCDO		A	b	-	-					
18.3.3. Stock location system										
18.3.3.1. Assign location	#	2a	b	-	-					
18.3.3.2. Change locations	#	2a	b	-	-					
18.3.3.3. Delete locations	#	2a	b	-	-					
18.3.3.4. Maintain stock number directory		a	b	-	-					
18.3.3.5. Reconcile daily document register (D04)		a	b	-	b					
18.3.4. Process warehouse change documents		a	b	-	-					
18.3.5. Distribute property										
18.3.5.1. Issue	#	1a	b	-	-					
18.3.5.2. Due-out release	#	a	b	-	-					
18.3.5.3. Shipment	#	1a	b	-	-					
18.3.6. Warehouse location validation										
18.3.6.1. Establish schedule		-	A	-	B					
18.3.6.2. Prepare parameter input		-	B	-	B					
18.3.6.3. Area Preparation		A	B	-	-					
18.3.6.4. Perform validation		1a	b	-	-					
18.3.6.5. Resolve discrepancies		A	b	-	b					
18.3.6.6. Resolve serviceable balance-no location list discrepancies		A	b	-	b					
18.3.7. Control of gas cylinders										
18.3.7.1. Government owned		-	-	-	-					
18.3.7.2. Vendor owned		-	-	-	-					
18.3.8. Warehouse refusals	*	A	b	-	b					
18.3.9. Retail Sales		-	-	-	-					

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
		CRSE	CDC	CRSE	CDC					
18.3.10. Hazmat pharmacy		A	B	-	-					
18.3.11. Pick-up and deliver property		A	B	-	-					
18.3.12. Organizational refusal procedures		A	B	-	-					
18.3.13. Equipment authorization list		A	B	-	-					
18.3.14. Classified receipt list		A	B	-	-					
18.3.15. Delivery destination listing		A	B	-	-					
18.3.16. Forms distribution		A	B	-	-					
18.4. Inventory process										
18.4.1. Types										
18.4.1.1. Sample		A	B	-	B					
18.4.1.2. Complete		A	B	-	B					
18.4.1.3. Special		A	B	-	B					
18.4.1.4. In-use/in place equipment		-	B	-	-					
18.4.2. Establish fiscal inventory schedule		-	B	-	-					
18.4.3. Prepare parameter request		a	b	-	b					
18.4.5. Perform inventory		1a	b	-	-					
18.4.6. Research discrepancy										
18.4.6.1. Transaction history		A	b	-	b					
18.4.6.2. Other support documentation		-	B	-	b					
18.4.7. Resolve discrepancies										
18.4.7.1. Adjustments	**	A	b	-	b					
18.4.7.2. Reverse post		A	b	-	b					
18.4.7.3. Without adjustment		A	b	-	b					
18.4.8. Analyze consolidated inventory adjustment document register (M10)		-	B	-	b					
18.5. Bench stock										
18.5.1. Overview		A	A	-	A					
18.5.2. Establish bench stocks		-	b	-	-					
18.5.3. Bench stock details										
18.5.3.1. Load		-	b	-	-					
18.5.3.2. Change		-	b	-	-					
18.5.3.3. Delete		-	b	-	-					
18.5.4. Conduct bench stock review		-	b	-	b					
18.5.5. Minimum reserve authorization/ minimum authorization quantity		-	B	-	B					
18.5.6. Maintain										
18.5.6.1. Master bench stock list (S04)		-	B	-	B					

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
		CRSE	CDC	CRSE	CDC					
18.5.6.2. Bench stock review list (M04)		-	B	-	B					
19. VEHICLE UTILIZATION **TR: AFMAN 23-110, AFR 77-310; AFI 24-303**										
19.1. Proper care and use										
19.1.1. Operate MHE		a	-	-	-					
19.1.2. Operate general purpose vehicle		a	-	-	-					
19.2. Operator responsibilities		A	B	-	-					
19.3. Management of vehicles										
19.3.1. Policy		-	A	-	B					
19.3.2. Vehicle control		-	-	-	B					
19.3.3. Obtaining vehicles		-	-	-	B					
20. MATERIEL HANDLING **TR: DOD 4145.19-R-1**										
20.1. Principles of materiel handling		A	B	-	-					
20.2. Mechanized materiel handling systems (MMHS)		-	A	-	B					
20.3. Storage aids systems (SAS)		-	A	-	B					
21. GENERAL TASKS AND KNOWLEDGE **TR: AFMAN 23-110, AFR 400-54, AFJMAN 23-215, AFI 23-111; AFI 91-301, DOD 4145.19-R-1; 40 CFG261; FED Standard 313; AF Internal Procedures for using the IMPAC**										
21.1. Air Force occupational and environmental safety, fire prevention, and health (AFOSH) program		A	B	-	-					
21.2. Property responsibilities (AFI 23-111)		A	B	-	B					
21.3. Prepare AF Form 2011, request for automated data processing equipment products		-	a	-	-					
21.4. Process reverse post actions	**	A	B	-	B					
21.5. Exception codes		A	B	-	B					
21.6. Manage local SIFs files		-	A	-	B					
21.7. Manage residue product		-	A	-	B					
21.8. Supply discrepancy report (SDR)										
21.8.1. Prepare SF 364		-	b	-	-					
21.8.2. Process SF 364 follow-up		-	b	-	b					
21.8.3. Consolidate suspense file		-	A	-	-					
21.8.4. Incoming SDRs		-	B	-	-					
21.9. Warranty/guarantee items		-	A	-	-					
21.10. Reusable containers										
21.10.1. Categories		A	A	-	-					
21.10.2. Program management		-	B	-	-					
21.11. DRMO withdrawal		-	B	-	-					
21.12. Zero overpricing (ZOP)		-	-	-	-					
21.13. International merchant purchases authorization card (IMPAC)		A	B	-	B					

Attachment 2

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG	TRNG	TRAINEE	TRAINER	CERT
		CRSE	CDC	CRSE	CDC	START	COMP	INITIALS	INITIALS	INITIALS
21.14. Environmental management information system (EMIS)		-	-	-	-					
21.15. Supply asset tracking system (SATS)										
21.15.1. Concepts		A	B	-	B					
21.15.2. Operate equipment		2a	B	-	b					
21.16. Interrogate data systems										
21.16.1. AFMC automated systems		-	B	2b	b					
21.16.2. DLA automated systems		-	B	2b	b					
21.16.3. Visual Logistics information processing system (VLIPS)			B	2b	b					
21.16.4. Other data systems		-	-	-	-					
21.17. Interrogate transportation systems										
21.17.1. Cargo movement operations system (CMOS)		-	-	-	-					
21.17.2. Global transportation network (GTN)		-	-	-	-					
21.17.3. Global air transportation execution system (GATES)		-	-	-	-					
21.18. Weapon system management information systems										
21.18.1. Purpose/objective		-	A	-	B					
21.18.2. Source of data		-	A	-	B					
21.18.3. Modules		-	A	-	B					
21.19. Participate in a supply process scenario		1a	-	-	-					

Attachment 2

SUMMARY OF CHANGES:A number of additions, deletions, changes and several task realignments were made throughout the STS during the 31 Jan-4 Feb 2000 Utilization and Training Workshop (U&TW). Organizational structure, was expanded to include base level, regional supply squadrons, supply support functions, and MAJCOM elements. Under Security, Element 2, Web security and Electronic Mail were added. Microcomputers realigned as element 3 and a task for using web browser was added. ARC images was moved to stock control process. Surveillance process was aligned under Procedures and Analysis. Inventory realigned under warehouse operations. As a result of the ongoing supply reengineering and modernization initiatives, Retail Sales, local purchase, and Pick-up and Delivery were aligned as single tasks under storage and distribution. Bench Stock was realigned under Warehouse Operations. D043 system was reorganized under element 5, Research/Records Maintenance processes. The WRM, Deployment, Contingency Wartime Support, element 8, was completely reorganized, and the DMAS element was expanded to provide for OJT coverage. Element 8.3.3. MICAS, was also added. Total Asset Visibility was added to element 9.(9.9.5.). Under element 10, Equipment Management, item 10.11. CFO Act Compliance was added for OJT. Element 14, Supply Management Activity Group (SMAG) (formerly SMBA) was reorganized to reflect updates to this area. Element 18, Warehouse operations was developed to incorporate the areas of Inspection (18.1.), Receiving (18.2.), Storage and Distribution (18.3.), Inventory (18.4.) and Bench Stock (18.5.) In the General Tasks Element (21.), Precious metals, ESD items, and hazardous material were realigned under storage and distribution. Items 21.13. IMPAC, 21.14. Environmental Management Information System (EMIS), 21.15. Supply Asset Tracking System (SATS) were added. Element 21.18, Weapon System Management Information Systems, the term WSMIS was deleted to allow coverage of systems dealing with weapon system management. Element 21.19, Participate in a supply process scenario, was added to provide the 3-level course a method of providing students a broad overview of processes they have encountered throughout the course.

The following tasks were added: 3.2.3. Use word processing, 3.2.4. Use graphics, 3.2.5. Use database management, 3.2.6. Use web browser, 9.3.4. Process RBL reconciliation, 13.4. Process ASNUD, 13.5. Process THUD, 21.15.2.. Operate (SATS) equipment, 21.16. Interrogate VLIPS and 21.17. Interrogate transportation systems (CMOS, GTN, and GATES).

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level CRSE	5 skill level CDC	7 skill level CRSE	CDC	TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
Note 1. Users are responsible for annotating training references (TRs) to identify current references pending STS revision. Note 2. The items in the core task column marked with an * reflect the core tasks required for upgrade to the five skill level. Double asterisks ** are used to identify those tasks required for upgrade to the seven skill level. Those marked with a # reflect the items that will be taught during wartime in the 3-level abbreviated wartime course. Note 3: The dash (-) contained in the proficiency column indicates that no proficiency training is provided in the course or CDC.										
1. SUPPLY CAREER FIELD TR: AFMAN 23-110 (Volume 2, Part 2); AFI 36-2108										
1.1. Intro to logistics support plan		A	-	-	-					
1.2. Supply strategic plan		A	-	-	-					
1.3. Agile Logistics		-	B	-	-					
1.4. Supply enlisted opportunities		-	A	-	A					
1.5. Progression in career ladder		A	A	-	A					
1.6. AFSC specific duties		A	B	-	-					
1.7. Organizational structure										
1.7.1. Base		A	A	-	A					
1.7.2. Decentralized support centers		A	A	-	A					
1.7.3. Regional supply squadrons		A	A	-	A					
1.8. Supply major processes overview		A	B	-	-					
1.9. Sources of supply		A	A	-	A					
1.10. Supply chain management		A	A	-	B					
1.11. Defense Mega Center (DMC)		A	B	-	-					
2. SECURITY TR: AFRs 55-30, 56-10, 56,11, 56-13, 56-14, 56-16, 56-18, 205-1, 205-2, 205-2, 205-6, 700-6 DODR 5200.1R, AFMAN 23-110, Volume 2, Part 4 and 9										
2.1. Specific operations security (OPSEC) vulnerabilities of AFSC										
2.1.1. Safeguard information		B	-	-	-					
2.2. Computer security										
2.2.1. Physical		A	-	-	-					
2.2.2. Software										
2.2.2.1. System		A	B	-	-					
2.2.2.2. Maintain security programs										
2.2.2.2.1. Load security file	*#	1a	b	-	B					
2.2.2.2.2. Modify security file	*#	1a	b	-	B					
2.2.2.2.3. List security file	*#	1a	b	-	B					
2.2.2.2.4. Validate security file		A	B	-	-					
2.2.2.3. Auditable documents		A	B	-	-					
2.2.2.4. Sign-on/sign-off (user ID/password)		1a	-	-	-					
3. RESEARCH PROCESS TR: AFMAN 23-110, Volume 2, Part 2;AFR 0-21; DFAS-DE 7077.10-M										
3.1. Research Publications										
3.1.1. AFMAN 23-110	*#	1a	-	-	-					
3.1.2. UNISYS publications		A	-	-	-					

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
		CRSE	CDC	CRSE	CDC					
3.1.3. DFAS-DE 7077.10-M		1a	-	-	-					
4. INQUIRIES **TR: AFMAN 23-110, Volume 2, Part 2 & 4**										
4.1. Stock number structure		A	-	-	-					
4.2. Trace option		-	B	-	-					
4.3. Types of inquiries		A	-	-	-					
4.4. Interpret inquiry output		1b	-	-	-					
5. REJECT MANAGEMENT NOTICE PROGRAM **TR: AFMAN 23-110, Volume 2, Part 2, 4, 9, UP 7992, Unisys System Base 6D3 Product Information Library**										
5.1. Research reject/management notices	#	1b	-	-	-					
5.2. 799 Reject										
5.2.1. Interpret 799 Reject	*	A	b	-	-					
5.2.2. Resolve 799 Reject condition	**	-	b	2b	-					
6. POST POST **TR: AFMAN 23-110 , Volume 2, Part 2**										
6.1. Responsibilities		-	A	-	-					
6.2. Contingency Processing		-	B	-	-					
7. MICROCOMPUTERS **TR: AFIs 33-202, 33-112, 33-114, AFMAN 23-110, Volume 2, Part 9**										
7.1. Hardware		B	-	-	B					
7.2. Software										
7.2.1. Copyright restrictions		A	-	-	-					
7.2.2. Use emulator package(s)	*#	2b	-	-	-					
7.2.3. Use operating system	*#	1b	-	-	-					
7.2.4. Use word processing		a	-	-	B					
7.2.5. Use graphics		a	-	-	B					
7.2.6. Use database management		2a	-	2b	B					
7.2.7. Use spreadsheets		a	-	-	B					
7.2.8. Use Graphic User Interface (GUI)	#	2b	-	-	-					
7.3. Basic operations										
7.3.1. Setup hardware	#	2b	-	-	-					
7.3.2. Folder/file concept		B	-	-	-					
7.3.3. Load software	#	2b	-	-	-					
7.4. Transfer data to/from mainframe	*#	2b	-	-	-					
7.5. Develop PC application		-	-	-	-					
7.6. Personal Computer User Maintenance		A	-	-	-					
8. LOCAL AREA NETWORK (LAN) **TR: AFI 33-115, 33-112, 33-114**										
8.1. Hardware										
8.1.1. Component identification		A	B	-	-					

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
		CRSE	CDC	CRSE	CDC					
8.1.2. Establish connectivity	*#	1a	b	2b	-					
8.1.3 Troubleshooting	*#	1a	b	2b	-					
8.1.4. Topologies		A	B	-	-					
8.2. Software										
8.2.1. Operating System		A	B	-	-					
8.2.2. Protocols		A	B	-	-					
8.2.3. Applications		A	B	-	-					
9. SYSTEM HARDWARE **TR: AFMAN 23-110, Volume 2, Part 4; UP8744, UP8908, UP9141, UP9143, Unisys System Base 6D3 Product Information Library**										
9.1. Mainframe		-	B	-	-					
9.2. Distributed Communications Architecture		-	-	-	B					
9.3. Connectivity procedures		-	B	-	-					
10. SYSTEM SOFTWARE **TR: AFMAN 23-110, Volume 2, Part 1, 2, 4, 9; AFM 171-110, Volume III; UP4144, UP7940, UP7992, UP8117, UP8231, UP8615, UP8723, UP8724, UP9610, UP9611, UP9612, UP9615, UP9953, Unisys System Base 6D3 Product Information Library**										
10.1. Characteristics of codes										
10.1.1. ASCII		-	-	-	-					
10.2. Executive system		-	B	-	-					
10.3. Use executive control language (ECL)	*#	2b	B	-	-					
10.4. Use system processors										
10.4.1. Conversational time sharing (CTS) language		-	-	-	-					
10.4.2. Sort/merge		-	b	-	-					
10.4.3. Interactive processing facility (IPF)	*#	2b	b	-	-					
10.4.4. Other		a	-	2b	b					
10.5. Process record alteration (GV299)	**	1b	B	2c	b					
10.6. Processing environment										
10.6.1. Database management system		A	B	-	B					
10.6.2. Internal records	*#	A	B	-	B					
10.6.3. Universal data system (UDS) error codes		-	B	-	-					
10.6.4. Multiple gang concept		A	-	-	-					
10.6.5. Sizing database		-	B	2b	b					
10.6.6. ADS required files		A	B	-	B					
10.6.7. Verify database integrity	*#	1a	B	2c	b					
10.6.8. Disk management		-	B	-	-					
10.6.9. Use Defense Data Network (DDN)		-	-	-	-					
10.7. Interactive communication interface (ICI)		-	B	-	-					
10.8. Database retrievals										
10.8.1. Surge commands		A	B	-	-					

Attachment 3

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
		CRSE	CDC	CRSE	CDC					
10.8.2. Use conversational query language processor (QLP) commands	#	2b	B	-	-					
10.8.3. Develop supply system user report generator (SURGE) retrievals	*#	1a	b	-	-					
10.8.4. Develop QLP retrievals	*#	1a	b	-	-					
10.8.5. Develop combined retrievals		-	a	-	-					
10.8.6. Debug	*	-	b	2c	B					
10.8.7. Document		1a	b	-	-					
10.8.8. Reports generator tools		A	-	-	-					
10.8.9. Use Sequential Query Language (SQL)		b	-	-	-					
10.9. Production support programs										
10.9.1. Online		A	B	-	B					
10.9.2. Batch		A	B	-	B					
11. SYSTEM OPERATIONS TR: AFMAN 23-110, Volume 2, Parts 2, 4, 9, Volume 3, DFAS-DE 7077.10-M, Unisys System Base 6D3 Product Information Library										
11.1. Operate the RPS										
11.1.1. Initialize the ADS	#	2b	-	-	-					
11.1.2. Modes of processing		A	B	-	-					
11.1.3. Process transactions/reports using concurrent on-line/batch processing	*#	2b	b	-	-					
11.1.4. Process terminal control input (COMREM)	#	2b	-	-	-					
11.1.5. Use System control key-ins	*#	2b	b							
11.1.6. Use UDS monitor		-	-	2b	b					
11.1.7. Perform quality control of input/output products	#	2b	-	-	-					
11.1.8. Process DAY inputs	*#	2b	b	-	-					
11.1.9. Perform database recovery	*#	a	B	2c	b					
11.1.10. Use pseudo reader	*#	2b	b	-	-					
11.1.11. Process base constants	*#	1b	B	-	b					
11.1.12. Review console typeout	*#	1a	b	-	-					
11.1.13. Tape management		A	-	-	-					
11.1.14. Use paper queuing procedures	#	2b	b	-	-					
11.1.15. NAPZ00/ZAPZ0A		-	B	-	-					
11.1.16. Correct runstream error conditions	#	1a	-	-	-					
11.2. Defense Automated Addressing System interfaces										
11.2.1. Use Supply Interface System (SIFS)	*#	1a	b	-	-					
11.2.2. Base level ADRSS II system		A	B	-	-					
11.2.3. Automated data report submission system (ADRSS)		A	B	-	-					
11.3. Supply interfaces through in-line and reports processing										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK	3. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED				4. CERTIFICATION FOR OJT				
		3 skill level	5 skill level	7 skill level		TRNG START	TRNG COMP	TRAINEE INITIALS	TRAINER INITIALS	CERT INITIALS
		CRSE	CDC	CRSE	CDC					
11.3.1. Base level systems		-	B	-	-					
11.3.2. AFMC		-	B	-	-					
11.4. Review and coordinate software releases, advance program documentation, system advisory notices (SANs) and heads up messages(HUMs)		-	b	-	-					
11.5. Maintain Consolidated transaction history (CTH)		a	b	-	-					
11.6. Prepare/monitor difficulty reports (DIREPs)		-	b	-	-					
11.7. Access Field Assistance Branch Link		2b	B	-	-					
12. PRODUCTION CONTROL AND SCHEDULING COMPUTER PROCESSING REQUIREMENTS **TR: AFMAN 23-110, Volume 2, Parts 2 and 4, AFMAN 171-150; UP9257**										
12.1. Automated data processing machine (ADPM) production control concept		A	B	-	-					
12.2. SBSS scheduling		A	B	-	-					
13. SUPPLY ASSET TRACKING SYSTEM (SATS) **TR: AFMAN 23-110, Volume 2, Part 5**										
13.1. Concept		A	B	-	-					
13.1.1. Operate equipment		a	b	-	-					
14. GENERAL TASKS AND KNOWLEDGE **TR: AFI 91-301; AFMAN 23-110, Volume 2, Part 2**										
14.1. Air Force occupational safety and environmental safety fire prevention and health (AFOSH) program	#	A	-	-	-					
14.2. Communications-computer systems requirements document (CSRD) process		-	A	-	-					
14.3. Maintain standards of good housekeeping for ADP equipment		-	-	-	-					

Attachment 3

SUMMARY OF CHANGES (2S0X2):

A number of additions, deletions, and changes were made to the 2S0X2 STS during the 31 Jan-4 Feb 2000 U&TW. Training references were updated throughout the STS. Core tasks and wartime skills were added and/or deleted as applicable. Under Supply Career Field, Element 1, Item 1.6 Organizational Structure, was expanded to include base level, supply support functions, Regional Supply Squadron, and MAJCOM elements. Defense Mega Center was added as a new element 1.9. Item 6.2 was renamed from 'Contingency Processing System' to 'Contingency Processing'. Element 7. Procedures and Analysis Processes was deleted and tasks were relocated to more applicable elements. Microcomputer became the new Element 7 and all subsequent elements were renumbered respectively. Item 7.3.2 was renamed from 'Directory/file concept' to 'Folder/file concept. Item 8.1.2 was changed from 'Install' to 'Establish connectivity'. Item 10.9 Production support programs was sub-divided into two new items, 10.9.1, Online and 10.9.2, Batch, respectively. Item 11.1 Operate RPS was changed from an individual item to a main item with the subsequent tasks within 11.1 reorganized as tasks under operating the RPS. Item 11.1.13, was changed from 'Perform tape management' to 'Tape management'. Item 11.1.15, was changed from 'System control file' to 'NAPZ00/ZAPZ0A'. Item 11.4 about SANs and HUMs was relocated from the previous Element 7 and added under system operations. Item 11.5 was changed to read 'Maintain Consolidated Transaction History (CTH). Element 13, Supply Asset Tracking System (SATS) is a new STS Element. Element 16, Special Duty Assignments, was eliminated because these tasks were more appropriately documented on AF Form 797.

Section B - Course Objective List

This section not used.

Section C - Support Materials

This section not used.

Section D - Training Course Index

5. Purpose

This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

6. Air Force In-Residence Courses

COURSE NUMBER	COURSE TITLE	LOCATION
L3ABR2S031 005	Supply Management Apprentice	Lackland
L3ABR2S032 000	Supply Systems Analyst Apprentice	Lackland
L3ACR2S071 004	Supply Management Craftsman	Lackland
L3ACR2S072 000	Supply System Analyst Craftsman	Lackland
L3AZR2S071 004	Supply Management Activity Group (SMAG)	Lackland

7. Extension Course Institute (ECI) Courses

COURSE NUMBER	COURSE TITLE
2S051A	Supply Management Journeyman
2S051B	Supply Management Journeyman
2S052	Supply Systems Analyst Journeyman
2S071	Supply Management Craftsman
2S072	Supply Systems Analyst Craftsman

8. Courses Under Development/Revision

None

Section E - MAJCOM Unique Requirements

There are currently no MAJCOM unique requirements. This area is reserved.

Section F-Training Program Points of Contact

HEADQUARTERS UNITED STATES AIR FORCE (HQ USAF) HQ USAF/ILSP 1030 Air Force Pentagon Washington DC 20330-1030 DSN 225-3854, FAX 224-7570	Air Force Special Operations Command (AFSOC) HQ AFSOC/LGS Hurlburt Fld Fl 37544-5273 DSN 579-2349 FAX 579-4796
HEADQUARTERS AIR FORCE PERSONNEL CENTER (HQ AFPC) HQ AFPC/DPAAD1 Randolph AFB, TX 78150-4734 DSN 665-4008	Air Mobility Command (AMC) HQ AMC/LGS Scott AFB, IL 62225-5001 DSN 576-3931 FAX 576-1878
Air Combat Command (ACC) HQ ACC/LGS Langley AFB, VA 23665-2791 DSN 574-2885 FAX 574-3320	Air National Guard (ANG) HQ ANGRC/LGS Andrews AFB, MD 20331-6008 DSN 278-8960 FAX 278-8195
Air Intelligence Agency (AIA) HQ AIA/LGS Kelly AFB, TX 78234-5000 DSN 969-2068	Air Education and Training Command (AETC) HQ AETC/LGS Randolph AFB, TX 78150-4440 DSN 487-6437 FAX 487-3988
Air Force Materiel Command (AFMC) HQ AFMC/LGS Wright Patterson AFB, OH 45433-5001 DSN 787-4243 FAX 787-4244	Pacific Air Forces (PACAF) HQ PACAF/LGS Hickam AFB, HI 96853-5000 DSN 449-3068 X309 FAX 315-449-3002
Air Force Reserve Command (AFRC) HQ AFRC/LGS Robins AFB, GA 31098-6001 DSN 497-1672 FAX 497-0731	United States Air Forces - Europe (USAFE) HQ USAFE/LGS9 Unit 3050 Box 105 RAMSTEIN AB, GE APO AE 09094-5000 DSN 480-6639
Air Force Space Command (AFSPC) HQ AFSPC/LGS Peterson AFB, CO 80914-4390 DSN 692-3125 FAX 692-9865	Air Education and training Command (AETC) HQ AETC/DOOL Randolph AFB, TX 78150 DSN 487-2534 FAX 487-2824

AFIND 2	Numerical Index of Standard and Recurring Air Force Publications
AFIND 8	Numerical Index of Specialized Education and Training Publications
ETCA	Education and Training Course Announcements
AFH 36-2235	Information for Designers of Instructional System, Vol. 1-11
AFI 36-2101	Classifying Military Personnel (Officers and Airmen)
AFMAN 36-2105	Officer Classification
AFMAN 36-2108	Airman Classification
AFI 36-2201	Developing, Managing, and Conducting Training
AFI 36-2301	Professional Military Education
AFI 36-2304	Community College of the Air Force
AFI 36-2502	Airman Promotion Program
AFI 36-2605	Air Force Military Personnel Testing System
AFI 36-2923	Aeronautical, Duty and Occupational Badges
AFI 38-101	Air Force Organization
AFMAN 36-2234	Instructional System Development
AFPAM 36-2241, Vol. 1 and 2	Promotion Fitness Examination Study Guide – Vol. 1 USAF Supervisory Examination Study Guide – Vol. 2

Section H-Wholesale Logistics/Special Experience Program

9. Training Objectives. The Wholesale Logistics/Supply Experience Program provides for the cross fertilization of training, knowledge, experience, and perspectives to promote a better understanding of the whole supply system for supply noncommissioned officers. The AFSC 2S0X1 program will teach "wholesale" processes that include functional interfaces, item and system program management, requirements or item processing, and provisioning, procuring, budgeting, and funding processes at an Air Force Materiel Command (AFMC) depot or Defense Logistics Agency (DLA) center.

10. Program Qualifications. AFSC 2S0X1 nominees must possess the rank of Technical Sergeant (Select), Technical Sergeant, or Master Sergeant, have less than 15 years in service (as of 1 August the year reporting into the program), have a 2S0X1 control AFSC, be eligible for Permanent Change of Station (PCS) in accordance with AFI 36-2110, *Assignments,* have completed one overseas tour, have a SECRET security clearance and be eligible to obtain a TOP SECRET security clearance, have no quality control restrictions, and be recommended by the squadron commander. Those qualifications that may be waived and desirable qualifications are listed in AFMAN 23-110, Vol. 1, Part One, Chapter One, Section 1K.

11. Program Administration
11.1. The HQ AFPC Supply Functional Manager (AFPC/DPAAD1) solicits volunteers during the month of May of each year by sending a message to all supply agencies and base personnel offices. Volunteers submit a package to their squadron commander who sends to the local Chief

of Supply. The Chief of Supply sends qualifying nomination packages to the MAJCOM Director of Supply. The MAJCOM Director of Supply will endorse all approved packages and ensure arrival at HQ AFPC/DPAAD1 not later than 1 August each year. The format of the letter is listed in AFMAN 23-110, Vol. 1, Part One Chapter 1, Section 1K.

11.2. A selection panel will convene in August of each year and will be chaired by HQ AFPC/DPAAD1. The selection panel will consist of HQ USAF/ILSP (Chairman, Supply Chiefs Advisory Board); members of the Supply Chiefs Advisory Board; and program managers from HQ AFMC, HQ DLA, and SSG. The selection will be based on the individual's volunteer status, qualifications, and career data. The selectees will be notified by message during the October to December time frame. A list of the assignments and the rank order process by each selectee is listed in AFMAN 23-110, Vol. 1, Part One, Section 1K.

11.3. HQ AFPC assigns two AFSC 2S0X1 NCOs per year to each Air Logistics Center (ALC) within the Air Force Materiel Command (AFMC), and two per year to each Defense Supply Center (DSC) within the Defense Logistics Agency (DLA).